

Appendix Packet

This yellow Appendix Packet includes Appendices A through I, as well as instructions for completing each appendix. Please complete the required appendices and make sure they are attached to your Application. Each application must include the Appendices to be considered for funding. All *applicable* appendices must be submitted with the original signature of the applicant's highest elected official or other authorized representative.

APPENDIX A:	Authority to Participate (pg. 3)
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Authority to Participate

☒ **Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

☒ **What is the purpose of this appendix?**

Every applicant for CDBG grant funds must submit a resolution, motion, or similar action granting Authority to Participate in the program. The Authority to Participate also establishes signatory authority to an appropriate official to conduct normal and usual business regarding the project.

On the following page is one suggested format for this Authority to Participate. You may change the format only to the extent that it does not eliminate the key components, including the amount of the grant funds requested, the project description, and the signatory authority.

Authority to Participate

RESOLUTION NUMBER _____

A RESOLUTION of the (Council) _____
authorizing participation in the Community Development Block Grant Program.

WHEREAS, the Council of the City of _____ wishes to provide a
(Project) _____ for use in the community; and

WHEREAS, this entity is an applicant for a grant in the amount of \$_____ from the
Alaska Department of Commerce, Community, and Economic Development (hereinafter "Department"),
under the CDBG program;

NOW, THEREFORE, BE IT RESOLVED THAT the (usually Mayor) _____
of the City of _____ is hereby authorized to negotiate and execute any and all
documents required for granting and managing funds on behalf of this organization.

The (usually Mayor) _____ is also authorized to execute subsequent
amendments to said grant agreement to provide for adjustments to the project within the scope of
services or tasks, based upon the needs of the project.

PASSED AND APPROVED BY THE _____
on _____, 20 _____.

IN WITNESS THERETO:

By: _____
Signature

Title

Attest: _____
Signature

Title

By: _____
Signature

Title

Attest: _____
Signature

Title

Appendix **B1**

Determining Benefit to Low and Moderate Income Persons

☒ **Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

☒ **What is the purpose of this appendix?**

The national objective of the CDBG program is to benefit Low to Moderate Income persons. Every applicant for CDBG grant funds must submit this appendix in order to verify that they meet this national objective.

On the following pages is a checklist, which addresses each way in which a project can meet this national objective. You must work through the checklist until one of the starred notations indicates you need go no further.

Note: If a project that meets the job creation benefit is located in a primarily residential area, you must also show that you meet the area-wide benefit.

Note: Planning applications must demonstrate that at least 51% of the persons who would benefit from implementation of the plan, or a project which results from the plan, are low and moderate income.

Section 1: LMI Area-Wide Benefit

Complete Section 1 if you think your project meets the definition of an **Area-Wide Benefit** as defined on Pages 21 & 22 of the CDBG Handbook.

1. Identify the community your project will serve. _____

*** Note: If more than one community will be served, contact DCCED for an LMI determination.**

2. Will your project serve the residents of the entire community? ☐ Yes ☐ No

3. If you answered Yes to question #2, refer to Part 1 of Appendix B. Is your community, identified by census data, as being at least 51% low and moderate income according to Part 1 of Appendix B? ☐ Yes ☐ No

★ If you answered YES to both questions #2 and #3, your project most likely meets the criteria for providing an Area-Wide Benefit to Low and Moderate Income residents. You need go no further.

4. If you answered Yes to question #2 above, but No to question #3 above, you will need to contact DCCED for information on conducting a survey to show that the income figures provided by census data in Part 1 of Appendix B are no longer valid and that your community is in fact at least 51% low and moderate income.

5. Do the figures in Part 1 of Appendix B indicate that you must conduct a survey? ☐ Yes ☐ No

6. Have you contacted DCCED for survey methodology and followed those instructions in conducting your survey? ☐ Yes ☐ No

7. Did you complete and include the survey materials in your application packet as required? ☐ Yes ☐ No

8. Did the survey results indicate that the residents of the entire community are at least 51% low and moderate income as defined by census data income guidelines in Part 2 of Appendix B. ☐ Yes ☐ No

★ If you answered YES to questions #5, #6, #7, and #8, your project most likely meets the criteria for providing an Area-Wide Benefit to at least 51% low and moderate income residents. You need go no further.

Section 1: LMI Area-Wide Benefit

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9. If you answered No to question #2, you will need to identify the specific area within your community which will be served by this project and contact DCCED for information on conducting a survey to show that the residents of that area are at least 51% low and moderate income as defined by census data.

Specific area within the community to be served:

10. After identifying the specific area within your community to be served by the project, have you contacted DCCED for survey methodology and followed those instructions in conducting your survey? ☐ Yes ☐ No
11. Did you include the survey materials in your application packet as required? ☐ Yes ☐ No
12. Did the survey results indicate that the residents of the area to be served are at least 51% low to moderate income as defined by census data guidelines in Part 2 of Appendix B? ☐ Yes ☐ No

★ **If you identified the specific area to be served in question #9 and answered Yes to questions #10, #11 and #12, your project most likely meets the criteria for an Area-Wide Benefit to at least 51% low and moderate income persons. You need go no further.**

Section 2: LMI Limited Clientele

Complete Section 2 if you think your project meets the criteria for Limited Clientele as defined on Pages 23 & 24 of the CDBG Handbook.

1. Will your project benefit one of the specific groups of people listed below? ☐ Yes ☐ No

If yes, please check the group to be served by this project:

- | | |
|---|---|
| <input type="checkbox"/> Abused Children | <input type="checkbox"/> Severely disabled adults |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Battered Spouses | <input type="checkbox"/> Migrant Farm Workers |
| <input type="checkbox"/> Homeless Persons | <input type="checkbox"/> Persons living with the disease AIDS |

★ If you answered Yes to question #1 and checked the appropriated group, your project most likely meets the Limited Clientele criteria for serving 51% low and moderate income persons. You need go no further.

2. If you answered No to question #1, you will need to identify the specific group of people your project will serve and provide information to show that at least 51% of those persons have income at or below the income figures listed in Part 2 of Appendix B.

Specific area within the community to be served:

3. Have you provided family size and financial information which shows that at least 51% of the persons who make up the group identified in question #2 above have income at or below that shown in the income tables in Part 2 of Appendix B? ☐ Yes ☐ No
4. Have you included this family size and income information with your application? ☐ Yes ☐ No

★ If you identified a specific group to be served in question #2 above and answered Yes to questions #3 and #4, your project most likely meets the Limited Clientele criteria for serving at least 51% low and moderate income persons. You need go no further.

Section 2: LMI Limited Clientele

Page Two

5. Does your project impose income eligibility requirements, which limit the activity exclusively to low and moderate income persons as defined by census data in Part 2 of Appendix B? ☐ Yes ☐ No
6. Is your project of such a nature and location that it may be concluded that the activity's clientele will primarily be low and moderate income persons as defined by census data in Part 2 of Appendix B? ☐ Yes ☐ No
7. Does your project fall under one of the categories listed below? ☐ Yes ☐ No
If yes, please check the appropriate category:
- ☐ Construction of a Senior Center
 - ☐ Construction of job training facilities for severely disabled adults
8. Does your project include special projects directed to removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned non-residential buildings, facilities, and improvements, and common areas of residential structures containing more than one dwelling unit? ☐ Yes ☐ No

★ **If you answered Yes to ANY of the questions asked in #5, #6, #7 OR #8, your project most likely meets the Limited Clientele criteria for serving at least 51% low and moderate income persons. You need go no further.**

Section 3: LMI Housing Activities

Complete Section 3 if you think your project meets the criteria for **Housing Activities** as defined on Page 24 of the CDBG Handbook.

Note: The State of Alaska CDBG Program does not target Housing Activities.

1. Does your project include activities, which add or improve permanent residential structures which are either owner or renter occupied one-family or multi-family structures? ☐ Yes ☐ No
2. Upon completion of the residential units, will at least 51% of the units of the project be occupied by low and moderate income persons, with renter units available to low and moderate income persons at affordable rents? ☐ Yes ☐ No

★ If you answered Yes to questions #1 and #2 above, your project most likely meets the Housing Activities criteria for serving at least 51% low and moderate income persons. You need go no further.

3. Does your project include one of the following examples of potentially eligible housing activities: ☐ Yes ☐ No

If yes, please check the appropriate category:

- ☐ Acquisition of property for permanent housing
- ☐ Rehabilitation of permanent housing
- ☐ Conversion of non-residential structures into permanent housing
- ☐ Eligible activities connected with new housing construction (e.g. site improvements, and “soft costs”)

★ If you answered Yes to question #3 above and checked the appropriate activity, your project most likely meets the Housing Activities criteria for serving at least 51% low and moderate income persons. You need go no further.

Section 4: Job Creation & Retention

Complete Section 4 if you think your project meets the criteria for **Job Creation & Retention** as defined on Pages 24 & 25 of the CDBG Handbook.

Note: Planning Activities are not, in and of themselves, recognized by HUD as resulting in job creation or retention. You may not use Job Creation and Retention for meeting the National Objective for a Planning Application.

Note: If a project that meets the job creation benefit is located in a primarily residential area, you must also show that you meet the area-wide benefit (Section 1).

1. Does your project create or retain jobs (as defined on pages 24 & 25 of the CDBG Handbook) which are held or which will be available to Low and Moderate Income persons? ☐ Yes ☐ No
2. Have you completed and signed the attached Job Creation and Retention Certification Forms? ☐ Yes ☐ No
3. Are you prepared to report monthly to DCCED on your progress in meeting Job Creation and Retention requirements? ☐ Yes ☐ No

★ You are asked to identify the specific jobs to be created and/or retained in your CDBG Application under Project Impact.

Appendix **B2**

Job Creation/Retention Forms

☒ **Who must submit this appendix with their application?**

Any applicant for CDBG grant funds who is meeting the LMI Benefit in Appendix B1 through Job Creation/Retention activities. You may not use Job Creation and Retention for meeting the National Objective for a Planning Application.

All projects meeting the LMI benefit through Job Creation/Retention activities must document and report the Ethnic/Racial characteristics of the persons who fill the job positions.

☒ **What is the purpose of this appendix?**

An applicant proposing to meet the LMI benefit through job creation/retention is committing to required job tracking criteria. The first page of this Appendix is to be filled out (indicate the number of jobs involved) and submitted with your application. The second and third pages are for your information, and need not be submitted at this time; these will be required reports during the life of your grant, if funded.

Job Creation/Retention Certification

The Applicant, by signature and submittal of this application, acknowledges the requirement that, if awarded, this Community Development Block Grant Project will, during the life of the project or within two years of the start date of the project, whichever is less, result in either the creation of _____ (number) permanent, full-time equivalent jobs, 51% of which must be filled with persons of low and moderate income households, or the retention of _____ (number) permanent, full-time equivalent jobs held by LMI persons. Job titles and descriptions for those jobs expected to be created or retained are attached.

A full-time equivalent job is defined as one in which the incumbent works at least forty (40) hours per week on a year-round basis. Low to moderate household income is defined as 80% of the median household income for the employee's family size for the area in which the project is located. Median household income information for the area in which this project is located is identified on the Income Limits Table, which is a part of Appendix B. Updates to this income data will be provided by the Department to the applicant as made available through HUD.

The applicant acknowledges that in order to justify expenditure of CDBG funds as outlined in this application and any subsequent grant agreement, the applicant will be required to maintain and submit information to the Department **monthly** which documents Job Creation activities and progress in meeting placement goals for LMI persons. This documentation will include the following information, which will be collected through use of the attached **Employee/Job Applicant Certification Form**, attached:

1. Name, address, and social security number of each applicant for all jobs created by this project;
2. Household size for each job applicant;
3. Household income for each job applicant.
4. Racial/Ethnic Characteristics

Copies of each Employee/Applicant Certification Form will be submitted to the Department monthly by the Grantee.

Additionally, the Applicant/Grantee will be required to submit a **Job Creation Monthly Report**, copy attached, which summarizes the specific jobs created during the monthly reporting period, as well as the name, household income, family size, and date of hire for new hires during the month being reported. Racial/Ethnic characteristics will also be included.

The Applicant/Grantee further understands that failure to meet the job creation projections outlined in this certification and any subsequent grant agreement will result in withholding payment or a request for repayment of all or part of the grant funds.

Definitions: **Income:** Income includes all money or its equivalent received by members of a household in exchange for labor or services, from the sale of goods or property, public assistance payments, or as profit from financial investments. For clarification of special circumstances, contact your Grant Administrator.

Full-time equivalent: A position in which the employee works at least 40 hours per week (2,080 hours per year) on a year-round basis. A full-time equivalent position can result, for example, from two part-time permanent employees working 20 hours per week each. For clarification of special circumstances, contact your Grant Administrator.

Household/Family: A household consists of all members of a family, both adults and children, regularly sharing a single dwelling.

Employee Job Applicant Certification

The City/Borough to which you are now applying is the recipient of financial assistance through the State of Alaska's Small Cities Community Development Block Grant (CDBG) Program. As part of the program requirements, the City/Borough must report the number of jobs created for persons from low to moderate income households. This information is not part of the selection process and will not be used in determining which persons will be hired. This information is being requested to assist the City/Borough in satisfying the U.S. Department of Housing & Urban Development's requirements for documentation of the beneficiaries of CDBG assistance.

Name: _____ SSN: _____

Address: _____ Date: _____

Certification of Household Size & Income: I certify that the number of persons in my household is _____, and that my total household earning for the past year (12 months) did not exceed \$_____.

Affirmative Action Information: The following information is collected for statistical purposes only.
Your cooperation is appreciated.

Date of Birth: ____/____/____

Sex: ☐ Male ☐ Female

Veteran Status: ☐ Veteran ☐ Disabled Veteran

Handicapped Status: ☐ Yes ☐ No

Race/Ethnic Origin (Check One)

- ☐ White (*11) ☐ Asian (*13)
☐ Black (*12) ☐ Haw/Pacific
☐ Am. Indian & Islander (*15)
☐ AK Native (*14) ☐ Other (*20)

(* = Identity code)

Signature of Applicant

Signature of City/Borough

Date

Date

Employer Only:

☐ Yes ☐ No

Was Applicant hired?

- ♦ If no, stop here
- ♦ If yes, employee's position title is _____

☐ Yes ☐ No

Is this a new position?

- ♦ If no, this position has been refilled, and was previously held by (name) _____
- ♦ If previously filled, who terminated employment?
☐ employee ☐ employer

Job Creation Monthly Report

Grantee:	
Grant Number:	
Report Period:	From To

- _____ Number of Permanent, Full-time Equivalent Jobs to be Created during life of grant per Grant Agreement
- _____ Number of New Permanent, Full-time Equivalent Jobs Created this report period
- _____ Number of Permanent, Full-time Equivalent Jobs in which Low to Moderate Income Persons were hired this report period
- _____ How many are new positions?
- _____ How many are refills of positions previously reported?
- _____ Cumulative number of Permanent, Full-time Equivalent Jobs Created to date under this Grant Agreement
- _____ Cumulative number of Permanent, Full-time Equivalent Jobs Created to date under this Grant Agreement which were filled by persons of low to moderate income households
- ☐ Yes ☐ No Are all jobs from previous reporting period(s) still in existence?
- ☐ Yes ☐ No Are all jobs from previous reporting period(s) currently filled?

Identify the Job Title/Classification of each new Job Created this report period which was filled with a person from low to moderate income household (do not include any refilled, pre-existing positions):

(* For Racial/Ethnic Data use codes listed on page 13)

Job title/Classification	Name of Employee	Date Hired	Hours per Week Worked	Annual Household Income	Family Size	Racial/ Ethnic Data *

Certification: I certify that the above data is the most accurate available based upon current information and knowledge.

Signature

Printed Name

Date

Title

Appendix **B3**

Low and Moderate Income Tables

☒ **Who must submit this appendix with their application?**

Appendix B3 is for your information only, and need not be submitted with your application. The 2010 Census data was not available at the time this application packet was prepared; however, it may be available prior to the award of the FFY12 grants. If so, the most current data will be used when determining if projects are eligible.

☒ **What is the purpose of this appendix?**

Part 1 of Appendix B3 indicates whether your city(ies) meets the LMI benefit on an area-wide basis. This will assist you in completing Appendix B1. Part 2 of Appendix B3 indicates the median family income for your area.

Part 1: Low and Moderate Income Percentages by Community

Community	% LMI	Community	% LMI	Community	% LMI
Anchorage Municipality	38.5%	Barrow city	37.2%	Dillingham city	37.4%
Aleutians East Borough	*60.91	Bear Creek CDP	34.1%	Diomed city	71.5%
Aleutians West Census Area	32.6%	Beaver CDP	91.2%	Dot Lake CDP	44.4%
Bethel Census Area	67.4%	Beluga CDP	N/A	Dot Lake Village CDP	100.0%
Bristol Bay Borough	37.2%	Bethel city	42.2%	Dry Creek CDP	86.4%
Denali Borough	35.0%	Bettles city	14.9%		
Dillingham Census Area	53.1%	Big Delta CDP	46.8%	Eagle city	47.9%
Fairbanks North Star Borough	39.8%	Big Lake CDP	47.6%	Eagle Village CDP	88.5%
Haines Borough	47.2%	Birch Creek CDP	100.0%	Edna Bay CDP	32.7%
Juneau City and Borough	32.9%	Brevig Mission city	89.9%	Eek city	73.5%
Kenai Peninsula Borough	41.8%	Buckland city	65.7%	Egegik city	*87.5
Ketchikan Gateway Borough	40.1%	Buffalo Soapstone CDP	56.2%	Elson AFB CDP	71.2%
Kodiak Island Borough	39.2%	Butte CDP	36.1%	Ekwook city	64.2%
Lake and Peninsula Borough	56.4%			Elfin Cove CDP	63.9%
Matanuska-Susitna Borough	39.3%	Cantwell CDP	51.6%	Elim city	69.7%
Nome Census Area	55.4%	Central CDP	50.7%	Emmonak city	68.6%
North Slope Borough	40.2%	Chalkyitsik CDP	94.7%	Ester CDP	30.7%
Northwest Arctic Borough	57.9%	Chase CDP	100.0%	Evansville CDP	32.6%
Prince of Wales-Outer Ketchikan CA	48.5%	Chefornak city	67.0%	Excursion Inlet CDP	75.0%
Sitka City and Borough	38.4%	Chenega CDP	45.5%		
Skagway-Hoonah-Angoon Census Area	47.4%	Chevak city	78.1%	Fairbanks city	50.2%
Southeast Fairbanks Census Area	50.3%	Chickaloon CDP	38.9%	False Pass city	*75.39
Valdez-Cordova Census Area	42.0%	Chicken CDP	0.0%	Farm Loop CDP	36.8%
Wade Hampton Census Area	75.5%	Chignik city	52.8%	Ferry CDP	38.0%
Wrangell-Petersburg Census Area	42.0%	Chignik Lagoon CDP	22.5%	Fishhook CDP	38.2%
Yakutat City and Borough	*61.65	Chignik Lake CDP	56.1%	Flat CDP	N/A
Yukon-Koyukuk Census Area	66.5%	Chiniak CDP	33.3%	Fort Greely CDP	64.7%
		Chisana CDP	N/A	Fort Yukon city	69.2%
		Chistochina CDP	69.5%	Four Mile Road CDP	34.7%
Adak city	32.6%	Chitina CDP	80.6%	Fox CDP	38.8%
Akhiok city	91.2%	Chuathbaluk city	75.6%	Fox River CDP	62.9%
Akiachak CDP	75.9%	Circle CDP	84.1%	Fritz Creek CDP	47.0%
Akiak city	73.2%	Clam Gulch CDP	53.8%	Funny River CDP	39.1%
Akutan city	63.4%	Clark's Point city	66.7%		
Alakanuk city	86.6%	Coffman Cove city	*68.47%	Gakona CDP	55.9%
Alatna CDP	77.3%	Cohoe CDP	52.2%	Galena city	26.8%
Alcan Border CDP	37.5%	Cold Bay city	24.7%	Gambell city	74.2%
Aleknagik city	74.2%	Coldfoot CDP	60.0%	Game Creek CDP	89.3%
Aleneva CDP	98.9%	College CDP	29.0%	Gateway CDP	33.6%
Allakaket city	67.7%	Cooper Landing CDP	44.4%	Glacier View CDP	56.3%
Alpine CDP	N/A	Copper Center CDP	57.1%	Glennallen CDP	59.6%
Ambler city	60.4%	Copperville CDP	45.9%	Golovin city	60.0%
Anaktuvuk Pass city	44.9%	Cordova city	36.4%	Goodnews Bay city	97.0%
Anchorage Municipality	38.5%	Covenant Life CDP	58.1%	Grayling city	93.0%
Anchor Point CDP	47.2%	Craig city	44.4%	Gulkana CDP	79.5%
Anderson city	38.4%	Crooked Creek CDP	98.6%	Gustavus city	44.5%
Angoon city	74.3%	Crown Point CDP	0.0%		
Aniak city	52.2%	Cube Cove CDP	12.7%	Haines city (now CDP)	46.5%
Anvik city	79.2%			Halibut Cove CDP	0.0%
Arctic Village CDP	79.7%	Deering city	61.9%	Happy Valley CDP	54.4%
Atka city	60.0%	Delta Junction city	40.2%	Harding-Birch Lakes CDP	31.0%
Atmautluak CDP	59.9%	Deltana CDP	43.3%	Healy CDP	31.1%
Atqasuk city	48.8%	Diamond Ridge CDP	37.4%	Healy Lake CDP	45.5%

Part 1: Low and Moderate Income Percentages by Community (continued)

Community	% LMI	Community	% LMI	Community	% LMI
Hobart Bay CDP	0.0%	Lake Louise CDP	56.7%	Noorvik city	55.3%
Hollis CDP	39.3%	Lake Minchumina CDP	75.0%	North Pole city	44.6%
Holy Cross city	87.8%	Lakes CDP	25.4%	Northway CDP	46.5%
Homer city	43.4%	Larsen Bay city	63.6%	Northway Junction CDP	40.8%
Hoonah city	51.8%	Lazy Mountain CDP	39.3%	Northway Village CDP	73.2%
Hooper Bay city	79.4%	Levelock CDP	66.4%	Nuiqsut city	60.3%
Hope CDP	81.7%	Lime Village CDP	N/A	Nulato city	72.0%
Houston city	51.2%	Livengood CDP	69.2%	Nunam Iqua	84.6%
Hughes city	76.0%	Lowell Point CDP	46.3%	Nunapitchuk city	87.2%
Huslia city	77.8%	Lower Kalskag city	93.8%		
Hydaburg city	62.8%	Lutak CDP	50.0%	Old Harbor city	66.8%
Hyder CDP	76.5%			Oscarville CDP	100.0%
		McCarthy CDP	90.9%	Ouzinkie city	* 92.7%
Igiugig CDP	79.3%	McGrath city	51.3%		
Iliamna CDP	26.4%	McKinley Park CDP	24.5%	Palmer city	45.3%
Ivanof Bay CDP	23.3%	Manley Hot Springs CDP	48.6%	Paxson CDP	25.0%
		Manokotak city	70.1%	Pedro Bay CDP	64.0%
Juneau City and Borough	32.9%	Marshall city	72.5%	Pelican city	* 66.1%
		Meadow Lakes CDP	52.1%	Perryville CDP	28.0%
Kachemak city	40.0%	Mekoryuk city	79.8%	Petersburg city	39.4%
Kake city	52.9%	Mendeltna CDP	84.1%	Petersville CDP	50.0%
Kaktovik city	35.0%	Mentasta Lake CDP	85.9%	Pilot Point city	67.5%
Kalifornsky CDP	33.9%	Metlakatla CDP	45.5%	Pilot Station city	78.1%
Kaltag city	79.4%	Meyers Chuck CDP	0.0%	Pitkas Point CDP	52.9%
Karluk CDP	67.9%	Miller Landing CDP	69.7%	Platinum city	100.0%
Kasaan city	32.6%	Minto CDP	70.3%	Pleasant Valley CDP	50.0%
Kasigluk CDP	81.7%	Moose Creek CDP	43.1%	Point Baker CDP	90.2%
Kasilof CDP	38.4%	Moose Pass CDP	12.0%	Point Hope city	41.3%
Kenai city	42.9%	Mosquito Lake CDP	61.2%	Point Lay CDP	* 57.1%
Kenny Lake CDP	68.9%	Mountain Village city	75.0%	Point MacKenzie CDP	52.0%
Ketchikan city	47.2%	Mud Bay CDP	23.4%	Pope-Vannoy Landing CDP	100.0%
Kiana city	65.9%			Portage Creek CDP	100.0%
King Cove city	46.5%	Naknek CDP	35.9%	Port Alexander city	55.7%
King Salmon CDP	30.2%	Nanwalek CDP	71.8%	Port Alsworth CDP	36.7%
Kipnuk CDP	77.4%	Napakiaak city	96.5%	Port Clarence CDP	N/A
Kivalina city	70.4%	Napaskiak city	79.5%	Port Graham CDP	56.8%
Klawock city	58.6%	Naukati Bay CDP	72.4%	Port Heiden city	47.3%
Klukwan CDP	81.7%	Nelchina CDP	80.8%	Port Lions city	61.9%
Knik-Fairview CDP	38.8%	Nelson Lagoon CDP	48.7%	Port Protection CDP	60.3%
Knik River CDP	41.1%	Nenana city	58.7%	Primrose CDP	3.3%
Kobuk city	77.0%	New Allakaket CDP	100.0%	Prudhoe Bay CDP	0.0%
Kodiak city	37.6%	Newhalen city	68.7%		
Kodiak Station CDP	52.7%	New Stuyahok city	80.4%	Quinhagak city	83.6%
Kokhanok CDP	80.9%	Newtok CDP	87.4%		
Koliganek CDP	44.9%	Nightmute city	74.5%	Rampart CDP	82.1%
Kongiganak CDP	72.5%	Nikiski CDP	41.7%	Red Devil CDP	100.0%
Kotlik city	73.4%	Nikolaevsk CDP	58.9%	Red Dog Mine CDP	N/A
Kotzebue city	46.0%	Nikolai city	90.8%	Ridgeway CDP	34.2%
Koyuk city	75.9%	Nikolski CDP	77.6%	Ruby city	76.9%
Koyukuk city	77.7%	Ninilchik CDP	51.0%	Russian Mission city	81.9%
Kupreanof city	43.8%	Noatak CDP	71.1%		
Kwethluk city	85.1%	Nome city	* 52.3%		
Kwigillingok CDP	84.5%	Nondalton city	85.3%		

Part 1: Low and Moderate Income Percentages by Community (continued)

Community	% LMI	Community	% LMI	Community	% LMI
St. George city	36.4%	Takotna CDP	87.5%	Wainwright city	43.7%
St. Mary's city	58.8%	Talkeetna CDP	47.1%	Wales city	56.9%
St. Michael city	68.0%	Tanacross CDP	76.2%	Wasilla city	42.3%
St. Paul city	48.2%	Tanaina CDP	24.7%	Whale Pass CDP	23.1%
Salamatof CDP	47.1%	Tanana city	68.2%	White Mountain city	79.5%
Salcha CDP	32.0%	Tatitlek CDP	72.6%	Whitestone Logging Camp	7.9%
Sand Point city	* 73.47%	Tazlina CDP	33.8%	Whittier city	44.3%
Savoonga city	77.2%	Teller city	77.8%	Willow CDP	49.1%
Saxman city	59.9%	Tenakee Springs city	52.9%	Willow Creek CDP	58.2%
Scammon Bay city	79.8%	Tetlin CDP	87.4%	Wiseman CDP	100.0%
Selawik city	77.0%	Thoms Place CDP	65.5%	Womens Bay CDP	20.4%
Seldovia city	37.5%	Thorne Bay city	*67.7	Wrangell city	* 53.7%
Seldovia Village CDP	54.8%	Togiak city	69.5%		
Seward city	42.3%	Tok CDP	48.6%	Y CDP	60.7%
Shageluk city	86.6%	Toksook Bay city	72.9%	Yakutat CDP (not Borough)	40.0%
Shaktoolik city	68.3%	Tolsona CDP	100.0%		
Shishmaref city	74.3%	Tonsina CDP	55.8%		
Shungnak city	65.6%	Trapper Creek CDP	56.2%		
Silver Springs CDP	27.0%	Tuluksak CDP	92.0%		
Sitka City and Borough	38.4%	Tuntutuliak CDP	77.4%		
Skagway city	28.4%	Tununak CDP	93.0%		
Skwentna CDP	56.7%	Twin Hills CDP	79.1%		
Slana CDP	52.2%	Two Rivers CDP	23.8%		
Sleetmute CDP	85.9%	Tyonek CDP	80.1%		
Soldotna city	40.1%				
South Naknek CDP	64.6%	Ugashik CDP	50.0%		
Stebbins city	75.0%	Unalakleet city	48.9%		
Sterling CDP	42.1%	Unalaska city	26.0%		
Stevens Village CDP	97.6%	Upper Kalskag city	81.3%		
Stony River CDP	100.0%				
Sunrise CDP	0.0%	Valdez city	29.5%		
Susitna CDP	51.6%	Venetie CDP	80.8%		
Sutton-Alpine CDP	55.8%				

Very Low, Low and Moderate Income Limits by Census District FY 2012

STATE: ALASKA

----- INCOME LIMITS -----

Prepared: June 2012	Program	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
ALEUTIANS EAST BOROUGH FY 2012 Median Family Income: 64800	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
ALEUTIANS WEST CENSUS AREA FY 2012 Median Family Income: 83900	VERY LOW INCOME	18300	20900	23500	26100	28200	30300	32400	34500
	LOW INCOME	30450	34800	39150	43500	47000	50500	53950	57450
	MOD INCOME	46700	53350	60000	66650	72000	77350	82650	88000
BETHEL CENSUS AREA FY 2012 Median Family Income: 60200	VERY LOW INCOME	16600	19000	21350	23700	25600	27500	29400	31300
	LOW INCOME	27650	31600	35550	39500	42700	45850	49000	52150
	MOD INCOME	44250	50600	56900	63200	68300	73350	78400	83450
BRISTOL BAY BOROUGH FY 2012 Median Family Income: 79300	VERY LOW INCOME	16700	19050	21450	23800	25750	27650	29550	31450
	LOW INCOME	27800	31750	35700	39650	42850	46000	49200	52350
	MOD INCOME	44450	50800	57150	63450	68550	73650	78700	83800
DENALI BOROUGH FY 2012 Median Family Income: 97800	VERY LOW INCOME	20550	23500	26450	29350	31700	34050	36400	38750
	LOW INCOME	34250	39150	44050	48900	52850	56750	60650	64550
	MOD INCOME	45500	52000	58500	65000	70200	75400	80600	85800
DILLINGHAM CENSUS AREA FY 2012 Median Family Income: 69100	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
FAIRBANKS, AK FY 2012 Median Family Income: 92900	VERY LOW INCOME	17800	20350	22900	25400	27450	29500	31500	33550
	LOW INCOME	29650	33850	38100	42300	45700	49100	52500	55850
	MOD INCOME	45500	52000	58500	65000	70200	75400	80600	85800
HAINES BOROUGH FY 2012 Median Family Income: 62700	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
HOONAH-ANGOON CENSUS AREA FY 2012 Median Family Income: 54900	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
JUNEAU CITY & BOROUGH FY 2012 Median Family Income: 94200	VERY LOW INCOME	19800	22600	25450	28250	30550	32800	35050	37300
	LOW INCOME	33000	37700	42400	47100	50900	54650	58450	62200
	MOD INCOME	45500	52000	58500	65000	70200	75400	80600	85800
KENAI PENINSULA BOROUGH FY 2012 Median Family Income: 74400	VERY LOW INCOME	15650	17850	20100	22300	24100	25900	27700	29450
	LOW INCOME	26050	29800	33500	37200	40200	43200	46150	49150
	MOD INCOME	41650	47600	53550	59500	64300	69050	73800	78550
KETCHIKAN BOROUGH FY 2012 Median Family Income: 78000	VERY LOW INCOME	16400	18750	21100	23400	25300	27150	29050	30900
	LOW INCOME	27300	31200	35100	39000	42150	45250	48400	51500
	MOD INCOME	43700	49950	56200	62400	67400	72400	77400	82400
KODIAK ISLAND BOROUGH FY 2012 Median Family Income: 68600	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
LAKE & PENINSULA BOROUGH FY 2012 Median Family Income: 58100	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
MATANUSKA-SUSITNA BOROUGH FY 2012 Median Family Income: 90600	VERY LOW INCOME	17500	20000	22500	24950	26950	28950	30950	32950
	LOW INCOME	29150	33300	37450	41600	44950	48300	51600	54950
	MOD INCOME	45500	52000	58500	65000	70200	75400	80600	85800
NOME CENSUS AREA FY 2012 Median Family Income: 53700	VERY LOW INCOME	15050	17200	19350	21450	23200	24900	26600	28350
	LOW INCOME	25050	28600	32200	35750	38650	41500	44350	47200
	MOD INCOME	40050	45800	51500	57200	61800	66400	70950	75550
NORTH SLOPE BOROUGH FY 2012 Median Family Income: 72900	VERY LOW INCOME	16100	18400	20700	23000	24850	26700	28550	30400
	LOW INCOME	26850	30700	34550	38350	41450	44500	47600	50650
	MOD INCOME	42950	49100	55250	61350	66300	71200	76100	81000
NORTHWEST ARCTIC BOROUGH FY 2012 Median Family Income: 58100	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150

Very Low, Low and Moderate Income Limits by Census District FY 2012 (continued)

Prepared: June 2012	Program	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
PETERSBURG CENSUS AREA FY 2012 Median Family Income: 79700	VERY LOW INCOME	16650	19000	21400	23750	25650	27550	29450	31350
	LOW INCOME	27700	31650	35600	39550	42750	45900	49050	52250
	MOD INCOME	44350	50650	57000	63300	68400	73450	78500	83600
PRINCE WALES-OUTER KETCH FY 2012 Median Family Income: 52800	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
SITKA CITY & BOROUGH FY 2012 Median Family Income: 75700	VERY LOW INCOME	15900	18200	20450	22700	24550	26350	28150	30000
	LOW INCOME	26500	30300	34100	37850	40900	43950	46950	50000
	MOD INCOME	42400	48450	54500	60550	65400	70250	75100	79950
SKAGWAY MUNICIPALITY FY 2012 Median Family Income: 88400	VERY LOW INCOME	16650	19000	21400	23750	25650	27550	29450	31350
	LOW INCOME	27700	31650	35600	39550	42750	45900	49050	52250
	MOD INCOME	44350	50650	57000	63300	68400	73450	78500	83600
SOUTHEAST FAIRBANKS CENSUS FY 2012 Median Family Income: 63600	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
VALDEZ-CORDOVA CA FY 2012 Median Family Income: 73900	VERY LOW INCOME	15550	17750	19950	22150	23950	25700	27500	29250
	LOW INCOME	25900	29600	33300	36950	39950	42900	45850	48800
	MOD INCOME	41400	47300	53200	59100	63850	68600	73300	78050
WADE HAMPTON CENSUS AREA FY 2012 Median Family Income: 37200	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
WRANGELL CITY & BOROUGH FY 2012 Median Family Income: 55900	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150
YAKUTAT CITY & BOROUGH FY 2012 Median Family Income: 89900	VERY LOW INCOME	16650	19000	21400	23750	25650	27550	29450	31350
	LOW INCOME	27700	31650	35600	39550	42750	45900	49050	52250
	MOD INCOME	44350	50650	57000	63300	68400	73450	78500	83600
YUKON-KOYUKUK CENSUS AREA FY 2012 Median Family Income: 47800	VERY LOW INCOME	14950	17100	19250	21350	23100	24800	26500	28200
	LOW INCOME	24900	28450	32000	35550	38400	41250	44100	46950
	MOD INCOME	45500	45550	51250	56900	61500	66050	70600	75150

Statement of Assurances and Certifications

☒ **Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

☒ **What is the purpose of this appendix?**

Every applicant for CDBG grant funds must certify that it is complying with and will continue to comply with certain federal laws and requirements relating to the CDBG program.

On the following page is the suggested format for this Statement of Assurances and Certifications. We would prefer that you sign and submit this form, rather than reproducing it.

Statement of Assurances and Certifications

The local government certifies to the State that:

1. It will minimize displacement of persons as a result of activities assisted with CDBG funds;
2. Its program will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, and it will affirmatively further fair housing;
3. It will fulfill the citizen participation requirements of the plan provided by DCCED;
4. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
 - a. CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this subpart; or
 - b. For the purpose of assessing any amount against properties owned and occupied by persons of moderate income, the unit of local government certified to the State in a manner acceptable to the State, that it lacks sufficient CDBG funds to comply with the requirements of paragraph 4.a. of this section;
5. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under 570.496a(b) and Federal implementing regulations at 49 CFR Part 24; the requirements in 570.496a(c) governing the residential antidisplacement and relocation assistance plan and the relocation requirements of 570.496a(d) governing optional relocation assistance under section 105(a)(11) of the Act.
6. It will comply with Section 104(d) of the Housing & Community Development Act of 1974, as amended, including a certification that it has passed, made public, and is following a residential anti-displacement and relocation assistance plan.
7. It has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction.
8. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions — Appendix B to 24 CFR Part 24:
 - a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
9. Assurance and Certification:

The governing body has read and understands the foregoing and duly adopts or passes as an official act, a resolution, motion, or similar action authorizing the submission of this application, including all understandings, assurances and certifications contained herein, and directing and authorizing the signatory to act in connection with the application and to provide such additional information as may be required.

Signature, Chief Elected Official (or Executive Officer)

Printed Name of Official

Title of Official

Environmental Review Information

☒ **Who must submit this appendix with their application?**

Appendix D is provided for your information only and need not be submitted with your application.

☒ **What is the purpose of this appendix?**

Every applicant for CDBG grant funds must obtain appropriate environmental clearances for their proposed activity, as required by the federal regulations which accompany expenditure of any federal funds. The Department will make a determination regarding the environmental requirements of each project. *The applicant may not make this determination.* Successful applicants will receive information about appropriate procedures for Environmental Review after notification of award.

Environmental Review: Each CDBG grant activity must obtain appropriate environmental clearances as required by 24 CFR Part 58 of NEPA and all related laws and authorities. **The Department will make a determination regarding the environmental requirements of each project and notify each grantee about appropriate procedures after notification of award.** Projects will be determined by the Department to be either:

1. **EXEMPT** from further Environmental review; *OR*
2. **CATEGORICALLY EXCLUDED** from further environmental review; *OR*
3. Requiring completion and submission of an **ENVIRONMENTAL STATUTORY CHECKLIST** and the **ENVIRONMENTAL ASSESSMENT CHECKLIST** to determine whether the project will or will not have a significant impact on the human environment. Based upon these Checklists, if it is determined that the project will have a potentially significant impact on the human environment, the grant recipient will be required to do an **ENVIRONMENTAL IMPACT STATEMENT (EIS)**. The procedure for completion of an EIS is spelled out in 24 CFR Part 58 Subparts H and I.

Joint Application Agreement

☒ **Who must submit this appendix with their application?**

If two or more eligible applicants are submitting a single application for CDBG funding, the Joint Application Agreement must be filled out, signed by all parties, and submitted with the application

☒ **What is the purpose of this appendix?**

The Joint Application Agreement is one step in the required citizen participation process, and establishes a responsible party for the administration of the grant agreement, if funded.

On the following page is one suggested format for this Joint Application Agreement. You may change the format only to the extent that it does not eliminate the key components, including delegation of responsibility, access to records, and signature by all parties.

JOINT APPLICATION AGREEMENT

CITY/BOROUGH RESOLUTION NUMBER _____

An agreement by and between _____ and _____.

WITNESSETH:

WHEREAS, _____ (has/have) identified need in the communi(ty/ties) to expand economic opportunities; and

WHEREAS, _____ contemplates submitting jointly with _____ an application for CDBG Grant Funds from the Alaska Department of Commerce, Community, and Economic Development for the purpose of meeting such needs; and

WHEREAS, _____ and _____ understand that _____ will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract. Further, _____ will be the contact person for this project; and

WHEREAS, it is understood that _____ and DCCED have access to all participants' grant records and authority to monitor all activities.

NOW, THEREFORE, pursuant to Alaska Statutes, _____ and _____ hereby agree to cooperate in the submission of an application for such CDBG grant funds, and agree to cooperate in implementation of the submitted program, as approved by the Department of Commerce, Community, and Economic Development.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control, or other lawful authority, which it presently possesses.

PASSED AND APPROVED BY THE _____ and _____ on _____, 20 ____.

IN WITNESS THERETO:

By: _____
Signature and Title

Attest: _____
Signature and Title

By: _____
Signature and Title

Attest: _____
Signature and Title

Cooperative Agreement

☒ **Who must submit this appendix with their application?**

If an eligible applicant(s) chooses to submit an application in cooperation with a non-municipal entity such as a non-profit corporation or a Native Village Council, a Cooperative Agreement must be filled out, signed by all parties, and submitted with the application. ***Note:** The eligible (municipal) entity is the applicant and the non-municipal entity is the Co-Applicant. Similarly, in the event the project is funded, the eligible entity will be the Grantee.*

☒ **What is the purpose of this appendix?**

The Cooperative Agreement is one step in the required citizen participation process, and establishes a responsible party for the administration of the grant agreement, if funded.

On the following page is one suggested format for this Cooperative Agreement. You may change the format only to the extent that it does not eliminate the key components, including delegation of responsibility, access to records, and signature by all parties.

COOPERATIVE AGREEMENT
CITY/BOROUGH RESOLUTION NUMBER _____

An agreement by and between _____ and _____.

WITNESSETH:

WHEREAS, _____ (has/have) identified need in the community(ty/ties) to expand economic opportunities; and

WHEREAS, (municipal entity) _____ contemplates submitting on behalf of (non-municipal entity) _____ an application for CDBG Grant Funds from the Department of Commerce, Community, and Economic Development for the purpose of meeting such needs; and

WHEREAS, _____ and _____ desire, and are required to, enter into a written cooperative agreement with each other to participate in such CDBG program; and

WHEREAS, _____ and _____ understand that _____ will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract. Further, _____ will be the contact person for this project; and

WHEREAS, it is understood that _____ and DCCED have access to all participants' grant records and authority to monitor all activities.

NOW, THEREFORE, it is mutually agreed between _____ and _____ as follows:

1. The _____ and _____ hereby agree that the _____ will receive some specific benefit (i.e., usefulness, advantage, return) for the residents of the rural community for (a specified period of time, usually 20 years or the useful life of the facility) _____.
2. The _____ and _____ hereby agree to cooperate in the submission of an application for such CDBG grant funds, and agree to cooperate in implementation of the submitted CDBG project, as approved by the Department of Commerce, Community, and Economic Development.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control, or other lawful authority which it presently possesses.

PASSED AND APPROVED BY THE _____ on _____, 20____.

IN WITNESS THERETO:

By: _____
Signature and Title

Attest: _____
Signature and Title

By: _____
Signature and Title

Attest: _____
Signature and Title

Potential Project Permit Requirements

☒ **Who must submit this appendix with their application?**

Appendix G is for your information only, and need not be submitted with your application.

☒ **What is the purpose of this appendix?**

Applicants for CDBG funding are required to obtain all necessary permits to facilitate the lawful carrying-out of the proposed project. With Appendix G, the Department is attempting to assist in this process by supplying the names, addresses, and phone numbers for various permitting agencies within the State and Federal Governments. This list is not intended to be all-inclusive. *It remains the responsibility of the applicant to assure compliance with all permitting requirements.*

Potential Project Permit Requirements

Type of Permit, Approvals, Etc.	Description	Regulatory Agency
School Construction	Authority of the Department of Education for review of construction documents for educational facilities.	Department of Education & Early Development P.O. Box 110500 Juneau, AK 99811-0050 (907) 465-2800 http://eed.alaska.gov/
Solid Waste Disposal Permit	Permit needed for disposal of solid waste or hazardous material	Department of Environmental Conservation P.O. Box 111800 Juneau, AK 99811-1800 (907) 465-5285 or 555 Cordova Anchorage, AK 99501 (907) 269-7501 or 610 University Avenue Fairbanks, AK 99709 (907) 451-2120 http://www.dec.alaska.gov
Water Discharge Permit Plan Review and Approval of Sewerage or Sewage Treatment Works	Permit needed for the disposal of wastewater on land or in waters.	
Plan Review and Approval of Public Water Systems	Plans for the construction, installation, modification or operation of a public water supply system must be approved prior to construction	
Storage Tank Program		
Food Safety & Sanitation Program Plan Review and Health Inspections of Public Establishments	Pre-operation inspection is required to ensure compliance with health and sanitation standards for food service establishments, schools, day-care and pre-elementary schools, hotels and motels, swimming pools and bathing areas, and public toilets.	
Anadromous (Salmon Spawning) Fish Protection Permit	Approval for any work in or near anadromous rivers, lakes, or streams.	Department of Natural Resources Division of Habitat P.O. Box 115526 Juneau, AK 99811-5526 (907) 465-1852 (or contact local office in Palmer, Anchorage, Fairbanks, Craig, Petersburg or Soldotna) http://www.habitat.adfg.alaska.gov/
Critical Habitat Area Permit State Game Refuge Permit	Approval for any work or development in a critical habitat area. Permit needed if proposing work or development within a designated state refuge or game sanctuary.	
Hospital and Health Facility Construction	Authority of the Department of Health & Social Services for licensing and establishing standards for the construction of hospital and health facilities.	Department of Health & Social Services Health Facilities Licensing and Certification 619 E. Ship Creek Avenue, Ste. 232 Anchorage, AK 99501 (907) 334-2483 http://www.hss.alaska.gov
Unemployment Insurance	Individuals, companies, and organizations that have one or more workers in covered employment for any part of a day must register with the Department.	Department of Labor & Workforce Development Employment Security Division P.O. Box 115509 Juneau, AK 99811-5509 (907) 465-2712 http://labor.alaska.gov/
Workers' Compensation Insurance	Any employer with one or more employees working within the state must buy a workers' compensation insurance policy and submit proof of insurance to the Department.	Department of Labor & Workforce Development Division of Workers' Compensation P.O. Box 115512 Juneau, AK 99811-5512 (907) 465-2790 http://labor.alaska.gov/
Certification of Fitness – Electrical and Plumbing Certification of Pressure Vessels	Certifies the competency of electricians and plumbers. To ensure that boiler and pressure vessels and elevator constructions, installation and operation conform to regulations.	Department of Labor & Workforce Development Mechanical Inspection 3301 Eagle Street, Suite 302 Anchorage, AK 99503 (907) 269-4925 http://labor.alaska.gov/
Clearance regarding Preservation of Prehistoric and Archaeological Resources	Determination of presence/absence of cultural resources on the building site.	Department of Natural Resources Office of History & Archaeology 550 W 7 th Ave., Suite 1310 Anchorage, AK 99501-3565 (907) 269-8721 http://dnr.alaska.gov/parks/oha

Potential Project Permit Requirements (continued)

Type of Permit, Approvals, Etc.	Description	Regulatory Agency
Rights-of-Way Easement	Authorization required for rights-of-way easement and construction or improvements on easements established on State lands.	Department Natural Resources Division of Mining, Land & Water 550 W 7 th Ave., Suite 1260 Anchorage, AK 99501-3577 (907) 269-8400 http://dnr.alaska.gov/mlw/
Water Rights Permit Sand and Gravel Extraction	Must obtain permit to use surface or ground water in Alaska To obtain sand and gravel on State lands for use on the project.	
Life/Fire Safety Plan Check for Construction/Occupancy of Building	Approval of building plans is required for fire protection and safety. This applies to commercial, industrial business, institutional or other public buildings containing four or more dwelling units. Construction, repair, remodel, addition or change of occupancy of any building/structure as listed above, or installation or change of fuel tanks must be approved by the State Fire Marshal's office prior to any work being started.	Department of Public Safety Division of Fire & Life Safety 5700 East Tudor Road Anchorage, AK 99507 (907) 269-5491 or P.O. Box 111202 Juneau, AK 99811-1202 (907) 465-4331 or 1979 Peger Road Fairbanks, AK 99709 (907) 451-5200 http://www.dps.alaska.gov/fire/
Handicapped Accessibility	Review and approval of plans for buildings and facilities with respect to handicapped access.	Department of Transportation & Public Facilities Statewide D & E Services P.O. Box 112500 3132 Channel Dr. Juneau, AK 99811-2500 (907) 465-2960 http://www.dot.state.ak.us/stwddes/
Driveway Permit	Permit required to construct and maintain a driveway or approach road on highway right-of-way.	
Discharge of Dredged or Fill Material into U.S. Waters	Permit required for the discharge of any dredged or fill material in US waters, including wetland. Permit cost is \$100 for commercial use or \$10 for non-commercial use.	Federal Agencies US Army Corps of Engineers US Army Engineer District, AK P.O. Box 6898 Elmendorf AFB, AK 99506-6898 (800) 478-2712 http://www.poa.usace.army.mil/hm/default.htm
Structures or work in/or Affecting Navigable Waters	Permit required for any work or placement of structures in US waters.	
National Wildlife Refuge Land – Special Use Permit	Permit required for easements, roads or utilities in Wildlife Refuge Lands.	US Fish & Wildlife Service Division of Realty 1011 East Tudor Road, MS 211 Anchorage, AK 99503 (907) 786-3414 http://alaska.fws.gov/nwr/realty/
Oil Storage Facilities – Spill Prevention Control Counter Measures Plans	Approval required for onshore and offshore oil storage facilities. Also contact the Alaska Dept. of Environmental Conservation, Compliance Assistance Office at (800) 510-2332	US Environmental Protection Agency Alaska Operations Office 222 West 7 th Ave. #19 Anchorage, AK 99513-7588 (800) 781-0983 (907) 271-5083 http://www.epa.gov/region10
Structures Which May Interfere with Airplane Flight Paths	Any construction or alteration of any structure, roadway, overhead wires and so on which may interfere with airplane flight paths must be reported to the Federal Aviation Administration.	US Dept of Transportation Federal Aviation Administration Alaskan Region Airports Division 222 West 7 th Avenue #14 Anchorage, AK 99513 (907) 271-5438 http://www.faa.gov/airports/alaskan

Applicant/Recipient Disclosure/Update Report HUD Reform Act, Section 102

☒ **Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

☒ **What is the purpose of this appendix?**

This report is one part of the HUD Reform Act (24 CFR Part 12, et al), designed to ensure greater accountability and integrity in the way in which HUD makes assistance available under its programs. Specific features of the Reform Act which are applicable to your application for funding include:

- Public inspection of documentation and other information adequate to indicate the basis upon which both HUD and assistance recipients provided or denied the assistance to their applicants.
- For assistance for specific projects or activities, disclosure by certain applicants seeking assistance from HUD, and from States and units of general local government, of assistance from other government sources to be used with respect to the activities to be carried out with the assistance, the financial interests of persons in the activities, and the sources of funds to be made available for the activities and the uses to which the funds are to be put.

Note: This report has been updated. There is a one page report to submit with the CDBG application. Following the form is two pages of information/instructions.

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 12/31/2012)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):

() -

2. Social Security Number or
Employer ID Number:

- -

3. HUD Program Name

4. Amount of HUD Assistance
Requested/Received

5. State the name and location (street address, City and State) of the project or activity:

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☐ Yes ☒ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes ☐ No.

If you answered “No” to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.
However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds. Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties.

 You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

Date: (mm/dd/yyyy)

X

Form HUD-2880 (3/99)

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance): General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. **NOTE:** In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to *either* questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports.

Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
 2. State the type of other government assistance (e.g., loan, grant, loan insurance).
 3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
 4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.
- B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

ADA Certification

☒ **Who must submit this appendix with their application?**

Every applicant for CDBG funds, regardless of project or category.

☒ **What is the purpose of this appendix?**

Every applicant for CDBG grant funds must certify its compliance with the Americans with Disabilities Act, and specifically with the following applicable Titles of the Act:

- Title I - Employment
- Title II - Public Services
- Title II, Part 35 - New Construction and Alterations
- Title III, Part 36 - New Construction
- Title III, Part 36 - Alterations

ADA Certification

(Grantee, Applicant, Contractor) Notice

By signature on this form, the (Grantee, Applicant, Contractor) certifies that they will comply with regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of state funds for this state capital project. Also the (Grantee, Applicant, Contractor) assures and certifies:

1. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title I - "Employment." In accordance with Title I of that Act, no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment.
2. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title II - "Public Services." In accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.
3. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title II, Part 35, Section 35.151 - "New Construction and Alterations," which provides as follows:
 - (a) Design and Construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.
 - (b) Alteration: Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such a manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.
 - (c) Accessibility Standards: Design, construction, or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR Part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with respect to those facilities, except that the elevator exemption contained at section 5.1.3(5) and section 4.1.5(j) of ADAAG shall not apply.
4. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title III, Part 36, Section 36.401 - "New Construction." Except as provided in paragraphs (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1992 that are readily accessible to and usable by individuals with disabilities.
5. When applicable it will comply with the Americans with Disabilities Act of 1990 (P.L. 101-336), Title III, Part 36, Section 36.402 - "Alterations," which provides as follows:
 - (a) General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.
 - (b) Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

Name of Applicant: _____

Printed Name and Title of

Authorized Representative: _____

Signature: _____

Date _____